

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

**Vendor:** 0001030455  
WEBPAGE DOWNLOAD  
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)  
[doa/sp/sp.shtml](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)  
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000001829	07/05/2006	Michael Drzewiecki	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	08/11/2006 01:00 PM	08/31/2006 02:00 PM	

**Ship To:** POLICE-RADIO MAINTENANCE 331-RADIO  
4733 W. VLIET ST.  
MILWAUKEE WI 53208  
United States

**Bill To:** POLICE-RADIO MAINTENANCE 331-RADIO  
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Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VC FOR ELECTRONIC COMMUNICATION PARTS			1.0000	VEN	09/14/2007

**Freight Terms:** DEST **Ship Via:** NOT APPL

VENDOR CONTRACT FOR ELECTRONIC COMMUNICATIONS PARTS TO BE PURCHASED ON AN AS NEEDED BASIS FOR A PERIOD OF ONE YEAR FROM DATE OF AWARD ANTICIPATED TO BE FROM SEPTEMBER 15, 2006 THROUGH SEPTEMBER 14, 2007 WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS UPON MUTUAL CONSENT.

THIS BID IS FOR ELECTRONIC COMMUNICATION PARTS. BIDDERS SHALL SUPPLY SUCH PARTS AS THEIR PRIMARY BUSINESS. BIDDERS ARE REQUIRED TO STOCK AT LEAST 27,000 INDIVIDUAL PART NUMBERS AND SHALL SUPPORT AT LEAST 400 MANUFACTURERS. BIDDERS ARE REQUIRED TO REGULARLY PUBLISH A PRINTED CATALOG AND PROVIDE A CD-ROM WHICH WILL LIST AVAILABLE PART NUMBERS WITH DESCRIPTIONS AND CURRENT PRICES. THIS CATALOG AND CD-ROM SHALL INDICATE BOTH LIST AND DISCOUNTED PRICES. THE BEST PUBLISHED DISCOUNTED PRICE SHALL BE AFFORDED TO THE CITY OF MILWAUKEE.

BIDDERS, WHO INTEND TO ACT AS A THIRD PARTY VENDOR BY ORDERING PARTS FROM A PRIMARY PARTS SUPPLIER AND SHIPPING THEM TO THE CITY OF MILWAUKEE WILL NOT BE CONSIDERED FOR AWARD UNLESS THEY CAN MEET ALL BID REQUIREMENTS AS A PRIMARY PARTS DEALER.

DOES YOUR FIRM COMPLY WITH THIS REQUIREMENT? ☐ YES ☐ NO

PLEASE ATTACH DOCUMENTATION TO CONFIRM COMPLIANCE. IF YOUR FIRM DOES NOT COMPLY WITH THE ABOVE REQUIREMENTS YOUR BID MAY BE REJECTED.

\*\*\*\*\*

ORDERS WILL BE PLACED FOR QUANTITIES ON AN AS NEEDED BASIS. THE TOTAL ESTIMATED DOLLAR AMOUNT FOR THE INITIAL YEAR OF THIS CONTRACT IS \$75,000.00. THIS IS ONLY AN ESTIMATE AND NO GUARANTEE OF THE AMOUNT THAT WILL BE PURCHASED DURING THE CONTRACT TERM.

REFER TO ATTACHMENT A FOR THE LIST OF ITEMS. THEIR PRICES WILL BE USED FOR BID EVALUATION AND AWARD PURPOSES. ITEMS PURCHASED WILL, HOWEVER, NOT BE LIMITED TO THE ITEMS LISTED IN ATTACHMENT A. BIDDERS MUST PROVIDE A QUOTE FOR ALL ITEMS LISTED IN ATTACHMENT A IN ORDER TO BE CONSIDERED FOR AWARD.

VENDORS SHALL ENTER THE FOLLOWING ON ATTACHMENT A FOR BID EVALUATION PURPOSES ON THE LINES PROVIDED:

- THE LIST PRICE OF OF THE ITEMS LISTED.
- THE DISCOUNT OFF OF THE LIST PRICE THAT WILL APPLY NOT ONLY TO THE ITEMS LISTED BUT ALSO FOR ALL OTHER RELATED PRODUCT LINES CONTAINED IN THE CATALOG LISTED.
- THE DISCOUNTED PRICE FOR EACH ITEM LISTED.
- THE MFG AND PART NUMBER FOR EACH ITEM LISTED
- THE CATALOG NAME AND NUMBER USED FOR PRICING THE LISTED ITEMS.

NOTES:

SPECIFIC BRANDS ARE BEING REQUESTED FOR GROUPS I, II, IV, V, VI, VII AND VIII. \*\*NO SUBSTITUTIONS\*\* WILL BE ACCEPTED.

FOR GROUP III, VENDORS ARE ALLOWED TO BID THE ITEM SPECIFIED OR THEY MAY BID AN ITEM CONSIDERED TO BE EQUAL TO THE GROUP III ITEMS LISTED. IF VENDORS BID ON AN EQUAL, THEY SHOULD INCLUDE DESCRIPTIVE LITERATURE FOR THE ITEM BID WITH THEIR BID SUBMITTAL.

NOTE: IF NOT PROVIDED WITH THE BID, BUT REQUESTED BY THE DOA, BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION, THE DESCRIPTIVE LITERATURE MUST BE FURNISHED WITHIN THREE WORKING DAYS OF RECEIVING A REQUEST OR THE BID WILL BE REJECTED.

\*\*\*\*\*

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***	SIGNATURE REQUIRED	***					

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THE INVITATION TO BID, THE BINDING SIGNATURE PAGE AND ATTACHMENT A. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN.

BIDDERS ARE, HOWEVER, REQUIRED TO COMPLETE AND RETURN ALL BID PAGES WITH THEIR BID SUBMITTAL.

\*\*\* CONTACT PERSON \*\*\*

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO MICHAEL DRZEWIECKI VIA EMAIL (PREFERRED) AT MDRZEW@MILWAUKEE.GOV OR BY TELEPHONE AT 1-414-286-3588 BY NO LATER THAN AUGUST 25, 2006. REQUESTS RECEIVED AFTER AUGUST 25, 2006 WILL NOT BE CONSIDERED.

BIDDERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF OTHER THAN THE PURCHASING AGENT FOR MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS BID. UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE IS A CAUSE FOR REJECTION OF THE BID. ANY ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE BIDDER WILL BE PROVIDED TO ALL BIDDERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

\*\*\* BID AND/OR SPECIFICATION APPEAL PROCESS \*\*\*

BIDDERS SHOULD SUBMIT A WRITTEN REQUEST TO THE PURCHASING AGENT FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY OR INCONSISTENCY DISCOVERED IN THE BID, SPECIFICATIONS OR ATTACHMENTS. ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC., TO THE BID RELATED SPECIFICATIONS OR ATTACHMENTS MUST BE SUBMITTED TO THE PURCHASING AGENT REFERENCED ON THE BID IN WRITING BY NO LATER THAN AUGUST 25, 2006. REQUESTS RECEIVED AFTER AUGUST 25, 2006 WILL NOT BE CONSIDERED.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE BID TO REJECTION.

\*\*\* BID ADDENDUM \*\*\*

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID CLOSING DATE. ANY ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: [WWW.CITY.MILWAUKEE.GOV](http://WWW.CITY.MILWAUKEE.GOV) (BIDS PENDING PAGE). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE BID CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE BID CLOSING DATE AND TIME. BIDDERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR BID REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

\*\*\*\*\*

DELIVERY IS REQUIRED AS FOLLOWS:

NO LATER THAN 3 WORKING DAYS AFTER RECEIPT OF ORDER FOR STOCK ITEMS AND NO LATER THAN 6 WORKING DAYS AFTER RECEIPT OF ORDER FOR STOCK ITEMS SHIPPED VIA COMMON CARRIER.

WILL YOU COMPLY WITH THESE REQUIREMENT? ☐ YES ☐ NO

NOTE: IF YOU CANNOT MEET THE DELIVERY REQUIREMENTS STATED HEREIN, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

FUEL AND/OR SHIPPING SURCHARGES ARE NOT ALLOWED AND WILL NOT BE PAID BY THE CITY OF MILWAUKEE.

FREIGHT INCREASE: IF THERE IS A FREIGHT INCREASE PRIOR TO DELIVERY OF THE PRODUCT, THE ADDITIONAL INCREASE MUST BE AT THE EXPENSE OF THE BIDDER/CONTRACTOR.

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THIS WILL BE A ONE YEAR CONTRACT FROM DATE OF AWARD SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE VOLUME LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE AMOUNT THAT WILL BE PURCHASED DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE BEYOND DECEMBER 31ST OF ANY YEAR IS CONTINGENT UPON THE APPROPRIATION OF SUFFICIENT FUNDS BY PROPER CITY OFFICIALS.							

CONTRACT IS ALSO SUBJECT TO EXTENSION FOR TWO ADDITIONAL ONE YEAR PERIODS UPON MUTUAL CONSENT.

PRICES QUOTED MUST BE FIRM FOR ONE YEAR AFTER WHICH AN ESCALATOR MAY BE INVOKED UPON REQUEST AND VERIFICATION OF A LETTER FROM THE SUPPLIER AND/OR PUBLISHED PRICE SHEETS. SUCH REQUEST MUST BE MADE TO THE PURCHASING AGENT LISTED ON THE CONTRACT AT LEAST SIXTY (60) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. PRICE INCREASE SHALL BE BASED ON PRODUCT COST ONLY AND NOT TO EXCEED 10% OF THE FIRM BID PRICE OR THE CONSUMER PRICE INDEX (ALL ITEMS MILWAUKEE) DURING THE CONTRACT PERIOD. THE INCREASE MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE.

LIKEWISE, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE CONTRACT.

PRICE ESCALATION CLAUSES ARE NOT APPLICABLE FOR "DISCOUNT FROM LIST" CONTRACTS AS THE VENDOR'S CURRENT LIST WILL ALREADY REFLECT MARKET CHANGES. THEREFORE, WHILE PERCENT OF DISCOUNT OFFERED BY VENDOR MUST REMAIN FIRM FOR TERM OF CONTRACT, VENDOR MUST PROVIDE UPDATED PRICE LISTS TO THE CITY USER DEPARTMENT(S) WHEN UPDATED.

\*\*\*\*\*

AWARD WILL BE MADE IN TOTAL ( GROUPS I THROUGH VIII) TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER COMPLYING WITH THE SPECIFICATIONS AND THE SPECIFIED DELIVERY REQUIREMENTS. LOW BIDDER WILL BE DETERMINED FROM THE GRAND TOTAL PRICE OF MULTIPLYING THE ESTIMATED USAGE TIMES THE QUOTED DISCOUNTED UNIT PRICE FOR ALL ITEMS LISTED UNDER GROUPS I THROUGH VIII IN ATTACHMENT A. BIDDERS MUST BID ON ALL ITEMS IN ORDER TO BE CONSIDERED FOR AWARD.

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BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE INVITATION, INSTRUCTIONS, TERMS AND CONDITIONS FOR FORMAL BID & CONTRACT" DOCUMENT, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARDED FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT [HTTP://WWW.MILWAUKEE.GOV](http://WWW.MILWAUKEE.GOV), CLICK THE DEPARTMENTS LINK, CLICK THE PROCUREMENT SERVICES (PURCHASING) LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY, CLICK THE BID INFORMATION LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414)286-3501.

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON ALL INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY OF THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286

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IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

\_\_\_\_\_, \_\_\_\_\_ DAYS

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

A. INVITATION: Sealed bids for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified below must be received in the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202,

NO LATER THAN 2:00 PM ON: THURSDAY, AUGUST 31, 2006

ALL BIDS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

ALL BIDS WILL BE OPENED AND READ PUBLICLY ON THE SPECIFIED CLOSING DATE AT 2:30 PM IN ROOM 301C OF CITY HALL (THIRD FLOOR), 200 EAST WELLS STREET, MILWAUKEE, WI.

B. FORM AND MANNER OF BID: Please note that bids must be SEALED, addressed to Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells St., Milwaukee, WI 53202. Your bid envelope must be plainly marked in the lower left hand corner of the envelope as follows:

Bid Number: 0000001829

Bid Closing Date: AUGUST 31, 2006

Commodity/Service: VENDOR CONTRACT FOR ELECTRONIC COMMUNICATIONS PARTS.

Any bid received in an envelope not properly and clearly marked as specified above may result in the bid being rejected.

C. DESCRIPTION: VENDOR CONTRACT FOR ELECTRONIC COMMUNICATIONS PARTS.

D. PLANS AND/OR SPECIFICATIONS: REFER TO ATTACHMENT A

E. SPECIAL CONDITIONS: The following special conditions apply to this Invitation to Bid and the award of the contract following the receipt of bids:

Time is of the essence for all terms of the contract. Delivery is required no later than 3 WORKING DAYS AFTER RECEIPT OF ORDER FOR STOCK ITEMS AND 6 WORKING DAYS AFTER RECEIPT OF ORDER FOR STOCK ITEMS THAT ARE SHIPPED VIA COMMON CARRIER.

All goods must be delivered FOB destination to: CITY OF MILWAUKEE, POLICE DEPARTMENT, RADIO MAINTENANCE, 4733 W. VLIET STREET, MILWAUKEE, WI 53208.

THE EMERGING BUSINESS ENTERPRISE (EBE) PROVISION FOR THIS BID WILL BE 0%. (If applicable, you must download the attachments for terms and conditions and required forms).

NOTE: IF THIS BID DOES NOT SPECIFY A PERCENTAGE OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE BIDDER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THIS ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY, BUT IS NOT A REQUIREMENT FOR SUBMITTING A BID, UNLESS OTHERWISE SPECIFIED. FURTHER INFORMATION ABOUT THE EBE PROGRAM CAN BE OBTAINED FROM THE OFFICE OF THE EMERGING BUSINESS ENTERPRISE PROGRAM (EBEP), LOCATED IN ROOM 601, 200 EAST WELLS STREET, MILWAUKEE, WISCONSIN 53202, PHONE (414) 286-5552.

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Any special conditions stated above shall take precedence over any conflicting provisions stated elsewhere in this document or any attached terms and conditions.

F. BID DEPOSIT OR BID BOND REQUIRED (See attached Terms and Conditions for more details): NONE

G. PERFORMANCE BOND REQUIRED (See attached Terms and Conditions for more details): NONE

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has your business been certified as an Emerging Business for the City of Milwaukee by the Emerging Business Enterprise Program?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you are interested in the certification process for your business, please contact the Emerging Business Enterprise Program Office for more information at (414) 286-5552.

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area including but not limited to the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please be advised that the award of this bid by the City of Milwaukee is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

CONTACT PERSON FOR ORDER PLACEMENT:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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CITY OF MILWAUKEE  
Department of Administration  
Business Operations Division  
Procurement Services Section

**BINDING SIGNATURES FOR BID AND CONTRACT**

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

**CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)**

Bidder's Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

Federal ID # \_\_\_\_\_

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Witnesses: Two Witnesses to Bidder's Authorized Signature**

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

**This section must be fully completed and witnessed in order to process your bid.**

**FOR OFFICIAL CITY USE ONLY**

**CITY OF MILWAUKEE, a municipal corporation**

BY \_\_\_\_\_  
City of Milwaukee Purchasing Director

DATE \_\_\_\_\_

**Countersigned:**

BY \_\_\_\_\_  
City Comptroller

DATE \_\_\_\_\_